



*please don't change font-style and size.

EXTENSION/DEVELOPMENT ACTIVITY MONITORING FORM

Activity Title:	
Project Title:	
Program Title	
Names of Activity Implementers:	
Implementing Division/Units:	

Activity Details (To be filled out by the Activity Leader)			
Area of Monitoring	Details (include measurable indicators and Means of verification and important assumptions) ²	Detail of accomplishments. Please provide % estimate ³	Justification for deviation ⁴
Program/Project Goal ⁵			
Program/Project Purpose # ⁵			
Program/Project Outputs # ⁵			

Activity Main Objective			
Activity Specific Objective 1			
Activity Specific Objective 2			
Activity Specific Objective 3			
Activity Specific Objective 3			

²Write details according to approved program/project/activity (do not add)

³Please attach to this report the proof of accomplishments (ie. survey results, pictures, documents, certificate, attendance sheets, program, etc.)

⁴Explain the reasons for the deviation and how is it going to affect the attainment of the project and program goals.

⁵Write all goals, purpose and outputs as per approved proposals

Prepared by:

Received by:

Activity Leader (Name over signature)

Monitoring Unit Officer (Name over signature)

EXTENSION/DEVELOPMENT ACTIVITY MONITORING FORM (2)

To be Filled-out by the Monitoring Officer		
Problem/Issues/Concerns Raised/Observed During the Monitoring	Recommended Actions/Interventions	Recommended Date of Action/Interventions



Monitoring Conducted by:		Report Copies Received by:	
Name:	NAME M. LAST NAME		
Designation			
Office*			
Name:		Name	
Designation		Designation	
Office*		Office**	
Name:	NAME LAST NAME	Designation	UDC
Designation		Office	OVPRES

* Office where the monitoring officer come from, they may come from the college, a research and extension center or any other office tasked to monitor the activity. List one monitoring (the person who actually monitored) officer from each office if a team performed the task.

** These are offices that are requesting copies of the report such as the college or the R&E center.